



Town Of Walpole

Commonwealth of Massachusetts

PERSONNEL BOARD

Albert DeNapoli, Chair
Phil Hinds
Joseph Moraski
Ann Ragosta
John Sheppard

Town Hall
135 School Street
Walpole, MA 02081
Phone (508)-660-7294
Fax (508)-660-7303

MINUTES OF SEPTEMBER 29, 2015

A meeting of the Personnel Board was held on Tuesday, September 29, 2015 at 7:00 p.m. in Room #116 of the Town Hall. The following members were present:

Al DeNapoli, Chair
Phil Hinds – arrived at 7:30
Joseph Moraski
Ann Ragosta
John Sheppard

Also: Thomas Gregory, Asst. Town Administrator
Valorie Donohue, Human Resource Administrator

MINUTES:

Motion was made by Mr. Moraski and seconded by Mr. Sheppard that:

The Minutes of August 11, 2015 be approved.

Motion was voted 4-0-0, unanimous

TOWN CLERK JOB DESCRIPTION:

The only change to the job description was noted under Special Qualifications – new “Must be a certified Town Clerk at date of hire or within five years of hire date” and “must be a registered voter in the state of Massachusetts”; delete “must be a resident of the town”.

Mr. Moraski questioned the number of years to become a certified Town Clerk. He felt that this was too long of a period to achieve. Ms. Ragosta questioned the need for the certification of the position. Patricia MacConnell, Assistant Town Clerk was called to the meeting to respond to these questions. Ms. MacConnell stated that there is a very strong need for the certification. The Town Clerk Institute is a 3-year program, taken each summer; you can also obtain points for the number of years as an Assistant Town Clerk; there are education courses at the fall, winter and summer conference to earn credits. Once you have obtained the required number of credits you would then take a test for the certification. You learn a tremendous amount of information to help in the position of Town Clerk and the networking with other towns is a very valuable thing to have. It was suggested if the board members need additional information they can contact the Marlene Shused who is the Assistant Town Clerk in the Town of Sharon.

Mr. Moraski obtained Town of Norton’s Town Clerk’s job description. He felt that it gave more detailed wording as to the duties and requirements of the position. He felt that it was extremely well written, more specific on what a Town Clerk does, concentration on the various tasks of the position. He felt that the

Walpole description looked to be more clerical than professional. Members recommended that Mr. Moraski present a revised job description to be reviewed and voted on at their next meeting.

Motion was made by Mr. Sheppard and seconded by Mr. Hinds that:

Mr. Moraski will review and write a revised Town Clerk's job description to include some of the wording from the Town of Norton's description.

Motion was voted 4-0-1; Mr. Moraski abstained

Ms. Ragosta questioned the change in the position going from part time to full time; we are unable to hire someone before the funding is approved. There was a letter in the packet from the Town Administrator to the Board of Selectmen explaining the need for a full time position. Both Board of Selectmen and Finance Committee has approved of this position becoming full time. Town meeting is in October, the posting period ends at the end of October so we would know prior to doing interviews if the position is full time. Mr. Moraski stated that he was more concerned with the description not the funding.

After some discussion Motion was made by Mr. Moraski and seconded by Mr. Sheppard that:

Must be a certified town Clerk or within four years of hire date.

Motion was voted 3-1-0; Ms. Ragosta opposed

CLASSIFICATION STUDY:

Mr. Gregory spoke with Mark Morse of MMA Consulting. Mr. Morse plans to have a report available by October 13th.

PERSONNEL ACTION REQUESTS:

At the last meeting Mr. Moraski requested that the current Personnel Action Request form be revised. Members reviewed the revised personnel action request form. Ms. Donohue had taken the current form and condensed it down, added a box in the lower corner for Personnel Board to initial their approval of the request.

Motion was made by Mr. Moraski and seconded by Ms. Ragosta that:

The members approves of the revised Personnel Action Request form.

Motion was voted 5-0-0, unanimous.

EXEMPT AND NON-EXEMPT POSITIONS:

At the last meeting Mr. Moraski requested a list of exempt and non-exempt position titles, departments and number of hours worked. Mr. Moraski reviewed the information, requested to know which positions earned comp time. Only those positions in grades P-5 – P-12 could earn comp time with the approval of their department head and Town Administrator. Hourly employees would be paid overtime for any hours worked over 40. The only position on the hourly schedule to earn comp time was the public safety dispatchers who currently work 40 hours per week. Police department employees refer comp time as lieu time. Ms. Donohue stated that she receives accruals taken from all departments to record onto the accrual system; however she does not receive when Lieu time is earned from the police department. Mr. Moraski requested that a letter be sent to the Police Chief to request when lieu time is earned for employees of the police department be sent to Ms. Donohue to enter into the accrual system.

ORGANIZATIONAL CHART:

At the last meeting Mr. Moraski requested that the organizational chart be update. The current chart was updated in 1991 which was done by the Engineering department. Ms. Donohue took the current chart and revised the information onto an excel. She updated all the information, deleted those boards and committees that are not longer active. Under the Personnel By-laws, Article 6, section F "the Personnel

Board shall compile and maintain up-to-date charts of the organizational structure of the Town. Members were very pleased with the end result.

Motion was made by Mr. Moraski and seconded by Mr. Hinds that:

The revised organizational chart will be approved as submitted.

Motion was voted 5-0-0, unanimous.

APPOINTMENT - 7:30 – Patrick Shield, Recreation Director:

At the last meeting there was a flurry of recreation PARs new hires which prompted the discussion on the process. Mr. Shield stated that he had the opportunity to speak with Tom and Val about the issues from the last meeting and the salary structure of the Recreation seasonal positions. There was a turnover in the department with both the Director and Assistant Director resigning from their positions. By the time both he and the Assistant Director Brendan Croak were hired the programs had already been advertised and participants had enrolled for the various programs. They both had to scramble to get people hired for the programs and fit them into the position noted on the schedule. He feels that the current schedule of the minimum to maximum is inadequate and that the descriptions are not accurate to the position. The position of specialized instructors was used for a number of new hires. He is currently doing a survey of comparable and neighboring towns. He plans to establish a new salary schedule; do a complete overhaul of the schedule. He plans to change the schedule to 4 steps; a new hire comes in at step 1, second year step 2, etc. There will be a change in position titles; add Clinic Director as an outside specialty; these position will be those that oversee the baseball, field hockey, lacrosse programs, etc. Program director will oversee a program, supervisor will be those running that program, instructors will be interacting with children. He will keep the board members up to date as to the survey and hopes to have a finalized schedule and job descriptions by the end of the year to present to the Board.

PERSONNEL ACTION REQUEST:

All were approved with the exception of the Deputy Police Chief and Police Lt. promotion. See below. Mr. Moraski abstained from Melissa Marinelli PAR due to her being a family member.

All were approved with the exception of the promotion of

PAR's for the promotion of police personnel for Deputy Police Chief and Police Lieutenant were received. Mr. Moraski questioned the salary step level for each of these individuals. The move from the prior position to the new position should have been at a step level as noted in the Personnel By-laws Article 10 – Promotions & Transfers - **When an employee is promoted to a higher rate job, the entry shall be at the minimum of the job rate range or at the employee's own rate, whichever is the higher. An employee may also receive a step increase at the time, if the Department Head feels that qualifications and performance warrant it, and the Personnel Board recommends it.** The increase in the number of salary steps on the PAR was substantially larger than the rate should be under the formula in Article 10 of the Personnel By-laws. Board members felt that they should have been contacted as to why they were being placed on a step outside of Article 10. Any exception to this should come to the Personnel Board before finalizing. It was discussed that at a prior meeting the former police chief had mentioned that the Lieutenant's rate of pay should be greater than the Sergeant rate of pay by 20%, however that is not noted anywhere. Promotions for these individuals should follow the Personnel by-laws. Mr. Hinds stated that the Board shouldn't be quite so rigid on upper management positions, the department head needs some discretion as to what step to place the individual on; however the Personnel Board should have been informed prior to finalizing. Changes were made to the PAR to place both on the step based on the Article 10 and initialed by each member of the board. The board request that Chief Carmichael meet with them at their next meeting to discuss.

